



GRADE R ENROLMENT PROCEDURE

When completing the **Application for Admission**, please print all details clearly. *False information supplied will be seen as fraudulent and could result in criminal charges being laid against you. **The following CERTIFIED documentation MUST be submitted with the Application Form (Application will not be accepted until all documents are attached):*** Original documents must accompany photocopies, if documents need to be verified.

- Certified photocopy of the child's Birth Certificate
- Certified photocopies of both parents Identity Document
- Certified photocopy of the child's **Passport (Immigrants only)**
- Certified photocopy of Valid Study Permit (**if child is an immigrant**)
- Certified photocopies of both parents **Passport (Immigrants only)**
- Certified photocopy of Work Permit (**Immigrant parents only**)
- Certified photocopy of child's recent nursery school report
- Certified photocopy of **Proof of Residency** (Recent accounts only i.e. recent water & lights, telephone/cell, clothing account, Bank Statement – (**Accounts must be in your name**))
- 1 x recent photograph of child (**ID/Passport size only – No computer printed photos**)
- Certified photocopy of Immunisation/Clinic Card
- Legal documents for guardians (**if child is not your biological child**)

*Once ALL forms have been completed correctly and ALL relevant documents attached, return the form to the school office. **NO e-mailing – hand delivery only to the front office.**

*Notification of acceptance or non-acceptance of your child to Highveld Pre-Primary will be sent to you via SMS. Please make sure you have provided us with the correct phone number.

***Parents are to note that:** Highveld Pre-Primary School is run privately and as such, school fees are COMPULSORY and no exemption may be applied for.

School Fees for 2026: R19880.00 per annum.

Please note: A payment of R4000.00 must be paid on acceptance.

***PLEASE NOTE** – **Applicants are NOT guaranteed placement into Grade 1.**